



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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February 6, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY
TO NEGOTIATE AND ADMINISTRATIVELY CONSUMMATE
MINOR LEASES FOR VARIOUS DEPARTMENTS
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate the authority to the Chief Administrative Office (CAO) to negotiate and consummate the minor leases shown on Exhibit A for various County Departments.
2. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board.
3. Approve these projects and authorize the CAO and the County Departments involved to implement the projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the proposed action will allow the CAO to administratively extend/renew minor leases for a period not to exceed three years and will provide County Departments with continued housing arrangements at their current locations.

Pursuant to the authority granted under County Code Section 2.08.159, the CAO may consummate all minor leases administratively. Minor leases are defined as having a term of no more than three years and a cost not to exceed \$7,500 per month. However, while the CAO has the authority to execute new minor leases, County Counsel has opined that a re-lease of the same facility requires Board approval. Therefore, the recommendations proposed herein will provide for more efficient processing of these minor lease renewals and obviate the need for Board approval for renewal of each of the attached 49 leases.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we improve the operational efficiency of the County in order to enhance workforce quality and productivity (Goal 2). In accordance with the Strategic Asset Management Principles, the proposed recommendations eliminates the solicitation of the Board's approval of 49 individual leases thus facilitating a more efficient, time and cost effective processing of minor lease renewals.

FISCAL IMPACT/FINANCING

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that the rental rate cannot exceed \$7,500 per month. If the lease cost exceeds \$7,500 per month, the CAO will submit a lease recommendation to your Board for consideration.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On March 30, 2004, January 18, 2005 and January 17, 2006 your Board approved similar delegated authority recommendations submitted by the CAO to negotiate and consummate minor leases. The proposed recommendations will be applicable to the 49 leases shown on Exhibit A, which are either on a month-to-month tenancy, due to expire during the calendar year 2007 or within the first quarter of 2008 provided the impacted departments indicate a desire to stay at the current facility. New leases with the same term and rental rate limitations, at a different facility, will continue to be covered by County Code Section 2.08.

The leases shown on Exhibit A will be approved by the CAO only under the following conditions:

- The departments involved will be required to provide sufficient justification of their continued need for the space to the CAO, and the CAO will need to find that the renewal of the existing lease is the best course of action.

- The facilities involved will have to meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CAO.
- The proposed leases are too small for child care facilities to be incorporated.
- The proposed lease may contain a rental adjustment provision, if any, to be based on the Consumer Price Index, provided any adjustments will not cause the lease to be for a monthly rental cost greater than \$7,500 per month.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

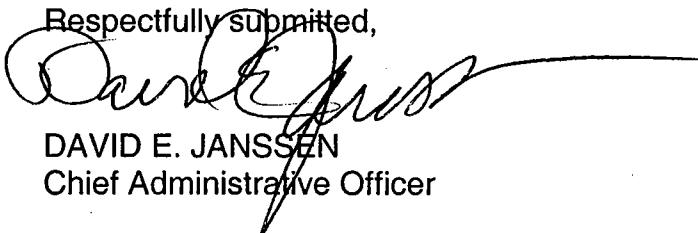
The CAO believes that the proposed recommendation is in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CAO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

Some of the facilities shown have additional existing County lease(s). To the extent possible, the CAO will consolidate these leases into one agreement, and if it exceeds the administrative limitations, a recommendation will be brought to your Board for consideration.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

Since all the leases shown on Exhibit A are in essence re-leases, these projects are exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:WLD
CEM:CMB:hd

Attachment (1)

c: County Counsel
Auditor-Controller
All County Departments Indicated
MinorLeases.

Exhibit A
MINOR LEASES DUE – CALENDAR YEAR 2007

Department	Address	City	Unit No.	Lease No.	Start Date	End Date	Monthly Rent	Additional Leases
PARKS & RECREATION	28000 Devils Punch Bowl Rd., Sandrock & Punch Bowl Canyons, Special Use Permit, Land use	Pearblossom	98392	P-0158	11/19/1992	11/20/1993	Gratis	8
FIRE DEPARTMENT	Reservoir No. 12, Use of Helicopter landing	Whittier		L-0229	10/29/1991	10/28/1996	Gratis	0
SHERIFF	13837 W. Fiji Way, Sublease to UCLA (Marina del Rey parking)	Marina Del Rey		L-0339	01/27/1994	01/26/1997	Gratis	0
PUBLIC LIBRARY	4205 East Compton Blvd., Compton	Compton	98867	68827	2/18/1996	2/18/2001	\$5,000	0
ALTERNATE PUBLIC DEFENDER	1127 Wilshire Blvd., Athena Parking Lot, for Rampart Special Innocence Unit	Los Angeles	97459	L-0795	02/01/2003	01/31/2004	\$1,156	1
CHILDREN & FAMILY SERVICES	3300 Civic Center Drive, Torrance Police Department (Gratis)	Torrance	98909	L-0777	09/24/2001	09/23/2004	Gratis	1
CHIEF ADMINISTRATIVE OFFICE	222 South Hill Street, Suite 100 (SIB)	Los Angeles	98801	L-0781	11/01/2001	10/31/2004	\$750	3
PUBLIC WORKS	Los Angeles Air Force Base (Gratis Ground Lease)	El Segundo	98288	L-0816	12/01/2001	11/30/2004	Gratis	1
SHERIFF	13525B Telegraph Road, South Whittier Community Sub-Station	South Whittier	97844	L-0461	01/01/1996	12/31/2004	Gratis	0
FIRE DEPARTMENT	16700 Roscoe Blvd, Van Nuys Airport, Super Scooper Ramp Space	Van Nuys	98363	L-0969	07/01/2006	12/31/2006	\$2,625	4
CHILDREN & FAMILY SERVICES	1100 North Grand Avenue, Federal Independent Living Program, Building #30 (Gratis)	Walnut	99021	L-0981	12/01/2006	03/31/2007	Gratis	0
MENTAL HEALTH	12624 Daphne Avenue, Parking	Hawthorne	98047	L-0928	04/16/2005	04/15/2007	\$300	0
ALTERNATE PUBLIC DEFENDER	101 West Mission Boulevard, Suite 212	Pomona	97602	L-0869	05/01/2004	04/30/2007	\$5,140	0
FIRE DEPARTMENT	35100 San Francisquito Cyn. Rd., Camp #14 (Agreement No. W-25780)	Saugus	98361	L-0881	05/01/2004	04/30/2007	Annually \$4,000	5
SHERIFF	1500 7th Street #5-0, Legislative Advocate Resident Apartment	Sacramento	97729	L-0960	04/17/2006	04/30/2007	\$2,200	0

Department	Address	City	Unit No.	Lease No.	Start Date	End Date	Monthly Rent	Additional Leases
ISD-INFO TECHNOLOGY SVC	3860 Crest Road, San Pedro Hill, Radio & Microwave Site	Rancho Palos Verdes	98143	L-0884	05/15/2004	05/14/2007	Annually \$5,000	0
FIRE DEPARTMENT	7617 Santa Monica Blvd., Parking for Fire Station No. 8	West Hollywood	98358	L-0890	05/20/2004	05/19/2007	\$715	0
SHERIFF	5383 West Centinela Ave., "Store Front Operation"	Los Angeles	97645	L-0931	06/01/2005	05/30/2007	\$450	0
FIRE DEPARTMENT	8812 W. Avenue E-8, Ground Lease, Call Fire Station 112	Lancaster	98362	L-0887	06/01/2004	05/31/2007	Annually \$700	0
PARKS & RECREATION	Equestrian & Hiking Trail, Schabarum Park to Rose Hills Rd. (Acct. #1367)	El Monte	98403	L-0882	06/01/2004	05/31/2007	Annually \$300	9
PUBLIC SOCIAL SERVICES	920 E. Redondo Blvd., Supplemental Parking, Parking Lot No. 9, Pkg for 923 E. Redondo Blvd.	Inglewood	97167	L-0886	06/01/2004	05/31/2007	\$5,100	0
PUBLIC SOCIAL SERVICES	8155 Van Nuys Blvd., Supplemental Parking for 14545 Lanark Street	Panorama City	98972	L-0938	06/01/2005	05/31/2007	\$6,308	0
BOARD OF SUPERVISORS	215 N. Marengo Ave., Suite 120, 5th District Field Office	Pasadena	98686	L-0889	06/10/2004	06/09/2007	\$4,014	1
PUBLIC SOCIAL SERVICES	1851 N. Gaffey St., Suites A, D-H, I & J, Sub-lease for DPSS/GAIN	San Pedro	97132	L-0894	01/01/2006	06/23/2007	\$3,998	1
PARKS & RECREATION	27401 Lake Hughes Road, Sign Monument Display - Acct. No. 1883	Castiac	98408	P-0968	07/01/2006	06/30/2007	Annually \$250	9
PUBLIC LIBRARY	16921 East Ave. O, Lake Los Angeles Saddleback Plaza, Suite A	Lake Los Angeles	98867	L-0893	07/01/2004	06/30/2007	\$2,779	0
HEALTH SERVICES	8201 Pearblossom Hwy, High Desert Health Clinic	Littlerock	97820	L-0945	08/01/2005	07/31/2007	\$4,120	0
PUBLIC SOCIAL SERVICES	123 E. Artesia Blvd., Parking Lot	Compton	97174	L-0897	08/02/2004	08/01/2007	\$2,500	0
TREASURER & TAX COLLECTOR	21865 East Copley Drive, Emergency Operations, Conference Room CC3/5 (Gratis)	Diamond Bar	98834	L-0902	08/13/2004	08/12/2007	Gratis	0
ALTERNATE PUBLIC DEFENDER	14553 Delano Street, Suite 211 (1 of 2)	Van Nuys	97646	L-0898	08/16/2004	08/15/2007	\$2,290	0
ALTERNATE PUBLIC DEFENDER	14553 Delano Street, Suite 211 (2 of 2)	Van Nuys	97646	L-0898A	08/16/2004	08/15/2007	\$2,290	0
CHILDREN & FAMILY SERVICES	8730 South Vermont Avenue, L.A. Transitional Resource Center (Gratis)	Los Angeles	99027	L-0904	08/26/2004	08/25/2007	Gratis	0

Department	Address	City	Unit No.	Lease No.	Start Date	End Date	Monthly Rent	Additional Leases
CHILDREN & FAMILY SERVICES	100 Long Beach Blvd., Room 301-E (3rd Floor, East side of building) M.A.R.T. Program (Gratis)	Long Beach	99029	L-0900	09/01/2004	08/31/2007	Gratis	3
CHILDREN & FAMILY SERVICES	1835 Santa Fe Avenue, M.A.R.T. Program (Gratis)	Long Beach	99031	L-0906	09/01/2004	08/31/2007	Gratis	3
SHERIFF	20 Avalon Canyon Rd., Sheriff's Residence (AKA: 915 Avalon Canyon Road)	Catalina	97741	L-0901	09/01/2004	08/31/2007	\$2,287	4
HEALTH SERVICES	1108 N. Oleander Ave., Dollarhide Health Center	Compton	97871	L-0915	09/27/2004	09/26/2007	\$1,575	0
AG COMM/WTS & MEASURES	11012 S. Garfield Ave., Access road ingress & egress	South Gate	98497	P-0558	10/21/2004	10/20/2007	Per Term \$1,000	0
PARKS & RECREATION	15501 E. Arrow Hwy, Santa Fe Dam Area, Riding and Hiking Trail (Gratis)	Irwindale	98451	L-0927	11/01/2004	10/31/2007	Gratis	1
SHERIFF	40235 North 170th Street, Unit H, Substation	Lake Los Angeles	97715	L-0909	11/01/2004	10/31/2007	\$506	0
SHERIFF	Tower Peak Radio Site, Communication Tower, (MDCS - Cust. No. LOS03)	Catalina	97705	L-0955	12/01/2005	10/31/2007	\$3,339	1
COMMUNITY & SENIOR SERVICES	1370-1372 E. Walnut St., Walnut Hill Center, Adult Protective Services	Pasadena	97057	L-0912	11/15/2004	11/14/2007	\$2,750	0
HEALTH SERVICES	12021 Wilmington Avenue, MLK/Drew Medical Center, Parking Lot C (Gratis)	Los Angeles	97994	L-0784	12/06/2004	12/05/2007	Gratis	0
SHERIFF	13308 1/2 Valley Blvd., Community Relations, Storefront Business Center	La Puente	97865	L-0921	12/13/2004	12/12/2007	\$800	0
PARKS & RECREATION	3301 Workman Mill & Peck Rd., Chino-Mesa T/L RW, Skyline Trail Equestrian Staging Area, Acct. #1330	City of Industry	98407	L-0922	01/01/2005	12/31/2007	Annually \$225	9
HEALTH SERVICES	22300 Wardham Ave., Clinic & Office Space	Hawaiian Gardens	97882	L-0923	02/01/2005	01/31/2008	\$1,533	0
CHILDREN & FAMILY SERVICES	5100-5110 W. Goldleaf Circle, Supplemental Parking	Los Angeles	98967	L-0925	02/28/2005	02/27/2008	\$2,500	2
SHERIFF	23-A Two Harbors Road, Two Harbors, Resident Deputy Housing	Catalina	97792	L-0929	03/11/2005	03/10/2008	\$1,290	2
HEALTH SERVICES	25050 Peachland Ave., Suite 210 (DHS & Assessor)	Newhall	97810	L-0930	04/01/2005	03/31/2008	\$4,929	1
SHERIFF	42043 50th Street West, Quartz Hill Sub-Station	Quartz Hill	97726	L-0957	02/01/2006	03/31/2008	\$1,325	0